

Tiverton Municipal Buildings Feasibility Advisory Committee
Regular Meeting Minutes
May 11, 2010 at 7:00 p.m.
Town Hall, 343 Highland Rd., Tiverton, RI

Call to order: The meeting was called to order at 7:04 p.m.

In attendance: Louis Cabral, Laura Epke, Lisa Glowacki, Jay Lambert, Bob Martin, Barbara Pelletier, Lynn Perrault and Diane Harris

Approval of Minutes: April 19, 2010 minutes were approved with minor changes.

Follow-up on Town Council discussion re aligning expectations:

- The Town Council has reviewed the expectations for this committee and agrees that this committee should include a financial component to the investigations of municipal buildings.
- The survey was distributed at the FTM on May 8, 2010. The next time the survey will be distributed will be with the tax bills sent by mail.

FTM/Survey update: The committee reviewed returned surveys. There were thirty in all. Laura will review them in depth. The committee hopes to receive more input through those being sent with the tax bills.

Town website/email address: The Committee now has an e-mail address. One way in which it will be used is to reply to a general request posted on the Tiverton Website. Another way the e-mail might be used is to respond to an RFP once the committee has investigated the possibilities of a particular area/building. We would also use the address for the public to respond to any information published in local newspapers.

Timetable/benchmarks: Discussion about setting up a timetable/benchmark took place. This will assist the group in setting up regular times to communicate to the Town Council in addition to our regular minutes. It will also ensure that everything is brought to the Council's attention and will keep the public informed as well.

Nonquit plan discussion: The committee discussed the possibility of carefully trying out the idea to "Request for Ideas" with Nonquit. Lou described a brief structure as to how to go about creating a "Request for Ideas". It would include but not be limited to obtaining photos of the property and building; clearly identifying the demographics and include the zoning as well as other information similarly found on a real estate site. Limitations on the property would also need to be collected. This information would be put together in a matrix which would be reviewed with the Town Council. The matrix would possibly be placed on the Tiverton's website. The information would be sent to various associations to seek input on ideas for the location and possibly have an open house type event. Laura wondered how the committee could best coordinate with the Economic Development Committee and possibly leverage their new website.

Public Uses – Document current & future needs: To consider the idea of consolidating the offices under one roof the committee needs to do some things. The committee needs to cost out what it would take to do this. Some of the information needed includes an accurate account of office space needs, meeting rooms and storage needs. Laura will get a thorough list of questions from Lou to use when interviewing the appropriate people. Bob and Laura will conduct the interviews to obtain the necessary information (interviews and measurement).

Status Updates/Discussion:

Historical Research: Barbara handed out a packet to all members. The information focused on the Town Hall, Nonquit and Tiverton Four Corners Historic District. Please see packet for further information.

To-Do List:

- Barbara will make the appropriate contacts to get information on the Indian burial ground at Nonquit.
- Laura will contact Lou for a list of questions to ask when interviewing for building consolidation needs.
- Laura and Bob will conduct interviews to gather information concerning the consolidation needs.
- Laura will contact Jim Goncalo and Chris Spencer regarding the Economic Development Committee and Chamber of Commerce.
- Lou will work up the matrix for Nonquit with information gathered to date.
- Laura and members of committee: interview and measurements of buildings.

Set Next Meeting Date: The next meeting will be June 8, 2010 at 7:00 p.m. at the Town Hall.

Adjourn: 8:25 p.m.

Respectfully submitted by: Lynn Perrault